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PUNCTUATION GUIDELINES FOR THE CSR EXAMINATION

This is a guideline on how the CSR examination will be graded. It is not comprehensive as to all potential punctuation errors. These items include but are not limited to:

Periods and Question Marks

A. Omitted terminal punctuation

<i>How fast was he going_</i>	<i>(1 error)</i>
<i>He was alone at the time_</i>	<i>(1 error)</i>
<i>She worked nearby_ She worked for her dad.</i>	<i>(1 error)</i>

B. Omitted question mark in an obviously interrogative sentence

<i>How fast was he going?</i>	<i>(no error)</i>
<i>How fast was he going_</i>	<i>(1 error)</i>

(Question marks with command forms or polite requests will not be counted either way.)

<i>Tell us your date of birth.</i>	<i>(no error)</i>
<i>Tell us your date of birth?</i>	<i>(no error)</i>

<i>Would you give me the names.</i>	<i>(no error)</i>
<i>Would you give me the names?</i>	<i>(no error)</i>

Run-on (and comma splice) Sentences

A. Omitted punctuation between two independent clauses (. or ;)

<i>I did not see him_ he was not there.</i>	<i>(1 error)</i>
<i>She was injured_ he tried to help her.</i>	<i>(1 error)</i>

B. Inserted comma (instead of . or ;) between two independent clauses where there is no conjunction

<i>I have some doubts about him_ he always lies.</i>	<i>(1 error)</i>
<i>He was at work_ that is all I know.</i>	<i>(1 error)</i>

C. Omitted punctuation in tag clauses (with right, true, and correct)

<i>He arrived later_ is that correct?</i>	<i>(1 error)</i>
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(As long as some mark of punctuation is inserted, there will be no error counted.)

<i>He arrived later. Is that correct?</i>	<i>(no error)</i>
<i>He arrived later; is that correct?</i>	<i>(no error)</i>
<i>He arrived later, is that correct?</i>	<i>(no error)</i>

- D. Omitted period in abbreviations where there is absolutely no choice

<i>Mr_ Nelson sent it to me.</i>	<i>(1 error)</i>
<i>I saw him with Mrs_ Conrad.</i>	<i>(1 error)</i>
<i>He was referred to Dr_ Henry.</i>	<i>(1 error)</i>

Apostrophe

- A. If the noun is singular, add apostrophe S.

Girl, the girl's dress
Mr. Greenfield, Mr. Greenfield's office
Mr. Hess, Mr. Hess's car

If the singular noun ends in S, it is also acceptable (but not recommended) to simply add the apostrophe.

- B. If the noun is plural and does not end in S, add apostrophe S.

Children, children's room
BUT - the Joneses, the Joneses' yard

Commas

- A. Omitted commas in a series (3 or more items) of words or phrases.

<i>The names of the girls who attended the ball were Lisa Jones, Maria Smith, and Louise Brown.</i>	<i>(no error)</i>
<i>The names of the girls who attended the ball were Lisa Jones_ Maria Smith, and Louise Brown.</i>	<i>(1 error)</i>
<i>His main duties were to pump gas, to check the oil, and to wash the windshield.</i>	<i>(no error)</i>
<i>His main duties were to pump gas_ to check the oil, and to wash the windshield.</i>	<i>(1 error)</i>

The comma before the conjunction or connector will be considered optional and not counted as an error if left out.

Dashes

- A. Omitted dash or dashes in a broken sentence structure (sudden changes in thought or unfinished thought).

<i>Did you see the individual making the -- except for the day of the accident, had you seen the defendant before?</i>	<i>(no error)</i>
<i>Did you see the individual making <u>the, except</u> for the day of the accident, had you seen the defendant before?</i>	<i>(1 error)</i>